



PROFESSIONAL ADMINISTRATION LICENSE

(Recommendation for Advancement)

Last Name	First Name	Middle/Maiden	Teacher Number	
Social Security Number	Telephone Number	Date of Birth	* Race	* Sex
Street/P.O. Box	City	State	Zip Code	

Name/Address Change

**OPTIONAL-Statistical Information Only*

(provide a notarized copy of the marriage license, divorce decree, or court order that has generated the legal change of name)

PLEASE READ CAREFULLY BEFORE SIGNING

Since you last license was issued or renewed:

1. Have you been convicted of a felony (including a conviction or plea of nolo contendere)? ☐ YES ☐ NO
2. Have you been convicted of the illegal possession of drugs and/or narcotics? ☐ YES ☐ NO
3. Have you falsified or altered documentation required for licensure? ☐ YES ☐ NO

Signature _____

Date _____

Beginning Administrator License Held (check one)

☐ Standard Program - A BBAL (480)

☐ Internship Program - B BAL (481)

COMPLETE APPROPRIATE PORTION OF THIS FORM BELOW:

PART I STANDARD PROGRAM - A (BAL/480) ADVANCEMENT TO PAL

To be completed by local superintendent/director of schools and higher education institution representative.

I verify that the above applicant has completed all requirements (including the Professional Development Plan and local evaluation) for advancement to the Professional Administrator License.

☐ Yes ☐ No

Superintendent/Director of schools Signature

Institution representative Signature

Typed Name

Typed Name and Title

School System

College/University

Date

Date

Experience accrued under Beginning Administrator License

FROM

MONTH	DAY	YEAR

 TO

MONTH	DAY	YEAR

PART II INTERNSHIP PROGRAM - B (BAL/481) ADVANCEMENT TO PAL

To be completed by local superintendent/director of schools.

I verify that the above applicant has completed all requirements (including the Professional Development Plan and local evaluation) for advancement to the Professional Administrator License.

☐ Yes ☐ No

Superintendent/Director of schools Signature

School System

Typed Name

Date

Experience accrued under Beginning Administrator License

FROM

MONTH	DAY	YEAR

 TO

MONTH	DAY	YEAR

**Advancement from Beginning Administrator License (17)
to
Professional Administrator License (18)**

Routes

Standard Program

(If endorsed 480 on BAL)

Licensed as Beginning Administrator

Employed as principal or supervisor of instruction

Complete customized professional development program (jointly developed by supervisor, superintendent/director, institution and mentor)

Local evaluation by superintendent/director or designee

Recommended by superintendent/director and institution

Licensed as Professional Administrator

Internship Program

(If endorsed 481 on BAL)

Licensed as a Beginning Administrator

Employed as principal or supervisor of instruction

Complete customized professional development program (jointly developed by supervisor, superintendent/director and mentor)

Local evaluation by superintendent/director or designee

Recommended by superintendent/director

Licensed as Professional Administrator